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PROCEDURE FOR THE STANDARDIZATION AND CERTIFICATION OF FOOD-SERVICE SANITATION SURVEY OFFICERS

Public Health Service
Cincinnati, Ohio

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U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service
Bureau of Disease Prevention and Environmental Control
National Center for Urban and Industrial Health
Environmental Sanitation Program
Milk and Food Branch Food Sanitation Section
Cincinnati, Ohio 45202

PUBLIC HEALTH SERVICE PUBLICATION NO. 1630

Public Health Service Procedure for the Standardization and Certification of Food-Service Sanitation Survey Officers

SCOPE

This document sets forth procedures to be followed by the Public Health Service for standardizing and certifying food-service sanitation survey officers. This procedure may also be used by a certified food-service sanitation survey officer within his own State for training local food-service sanitation personnel in proper inspection techniques and interpretation of sanitation requirements.

PURPOSE

The purpose of standardization is to (1) effect the development and maintenance of a high level of food protection through the uniform interpretation and application of the provisions of the 1962 "Food Service Sanitation Ordinance and Code," and (2) train State food-service sanitation survey officers in survey procedures and inspection techniques as a step towards certification.

The purpose of certification is to attest that the applicant has formally demonstrated his ability to (1) apply proper interpretation of the provisions of the 1962 "Food Service Sanitation Ordinance and Code" when surveying food-service establishments, and (2) conduct evaluations of the sanitation and administrative aspects of food-service sanitation programs in accordance with the *Procedure for Evaluating Food-Service Sanitation Programs.*

In addition, certification provides a basis for establishing reciprocal agreements relating to the interjurisdictional shipment of food between food-service establishments.

DESIGNATION OF INDIVIDUALS TO BE STANDARDIZED AND CERTIFIED

Requests for State food-service sanitation personnel to be standardized and certified shall be made in writing to the appropriate Public Health Service Regional Office by an appropriate State agency.

To be eligible for standardization and certification an applicant shall (1) be a well qualified professional public health sanitarian, engineer, veterinarian, or other environmental health specialist who has demonstrated a high degree of proficiency in the field of food-service sanitation, (2) be a full-time State employee who has responsibility for making food-service sanitation program evaluations, and (3) not be directly responsible for conducting the routine inspection of the food-service establishments in the program being evaluated.

RECORDING OF QUALIFICATION DATA

Prior to conducting standardization and certification, background information regarding the applicant shall be obtained. This shall include academic training, experience in food sanitation and related fields, inservice training, and other pertinent information listed in Figure 1. This information is to be retained in the Regional Office as part of the survey officer's personnel file, along with a copy of the standardization and certification record.

FIELD PROCEDURE FOR STANDARDIZATION

The standardization procedure used shall include independent inspections of the same establishments and program operations by a Public Health Service regional milk and food consultant and the applicant for standardization. A sufficient number of establishments (at least 15) shall be visited during the standardization for purposes of acquiring uniformity of interpretation and application between the regional consultant and the applicant. The inspections and appraisals shall be compared and the differences in interpretation and application of requirements discussed and clarified with the applicant. Detailed sanitation item comparison shall be recorded and used to delineate areas where the individual being standardized needs improvement. The regional consultant also shall satisfy himself that the applicant (1) is capable of conducting a satisfactory evaluation of the administrative aspects of a food-service program, (2) understands the procedure for completing the Program Operations Data portion of the evaluation, and (3) can prepare a narrative report which sets forth major program deficiencies and provides practi-

cal recommendations for implementing program improvements. Standardization evaluations need not be on a random sampling method, but should include all types of establishments with varying degrees of sanitation problems. *Certification of an applicant shall not be conducted concurrently with standardization.* Copies of the standardization results should be retained by the Regional Office and placed in a personnel file maintained for each applicant.

FIELD PROCEDURE FOR CERTIFICATION

Only one applicant shall be certified at a time. The applicant *shall not* be certified during the course of an official State food-service program evaluation. The procedure used shall include individual evaluations of the same establishments and program by a Public Health Service milk and food consultant, and the applicant for certification. At least 25 food-service establishments of various sizes and types of operations shall be inspected, and the inspections shall be conducted (1) without prompting from the regional consultant, and (2) without comparison of inspection results in any way until the entire evaluation procedure is completed.

After the required inspections have been completed, the regional consultant shall post his own inspection results on the *Report of Food Service Establishment Data* form, using the symbol "X" and then superimpose the inspection results of the applicant, using the symbol "O", preferably in a different color. The percentage agreement for each item of sanitation shall be determined by dividing the number of agreements by the total number of food-service establishments that were inspected.

CRITERIA FOR CERTIFICATION

In order to be certified as a food-service sanitation survey officer, the applicant shall (1) agree with the regional consultant (certifying officer) 80 percent of the time on individual items of sanitation; (2) satisfy the certification officer as to his ability to compute accurately the *Food Service Establishment Average Demerit Score;* (3) demonstrate proficiency in the evaluation of the administrative aspects of a program and in computing the *Program Operations Numerical Score;* and (4) demonstrate, through discussions or by example, his proficiency in the preparation of a narrative report. The certifying officer should allot sufficient time so that he can personally discuss the results of the certification with the applicant.

DURATION OF CERTIFICATION

Certification of State food-service sanitation survey officers shall be for a period not to exceed three years from the date of formal certification or recertification, unless revoked for just cause, such as inactivity in performing evaluations or transfer to another position in which such individual no longer has the responsibility for evaluating food-service programs.

RECERTIFICATION

The regional milk and food consultant shall notify the appropriate State agency of the need for renewal of an individual's certification at least six months prior to its expiration date, and, if recertification is desired, make arrangements for renewal of certification. Recertification may be made for another three-year period by following methods outlined in the Field Procedures for Certification. However, the certifying officer may waive the requirements for inspecting at least 25 establishments, when he has determined, after a minimum of 10 establishments have been inspected, that the applicant for recertification is substantially in agreement with the certifying officer.

REPORTS AND RECORDS

Upon satisfactory completion of certification or recertification, the Regional Office shall issue a certificate to the State food-service sanitation survey officer. The appropriate State agency sponsoring the survey officer shall be formally notified by letter that said officer has been certified and the letter shall outline the purpose of the certification and the conditions under which the certification can be retained. A copy of the notification letter, together with a copy of *State Food-Service Sanitation Survey Officer Background Data* form, and a copy of the completed *Report of Food-Service Establishment Data* form, shall be forwarded to headquarters. Copies of the above also shall be retained in the Region as part of the survey officer's personnel file.

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FIGURE 1

STATE FOOD-SERVICE SANITATION SURVEY
OFFICER BACKGROUND DATA

Date _____

1. Name: _____

2. Title: _____

3. Address: _____

4. State or locality in which the officer will work: _____

5. State agency with which the officer will work: _____

6. Length of service with this agency: _____

7. Present duties of officer: _____

_____

8. Educational qualifications: _____

_____

_____

9. Experience in food-service sanitation: _____

_____

10. Date of previous certification, if any: _____

Completed by: _____

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